

# **Paulina Court Condo Board Meeting Minutes**

September 20, 2016 - 5912 Basement

**Board Members Present:** Terry Brackney, Judi Brown, Mark Hoeve, Jeff Hutchins, Becky Kidd

Mark Hoeve called the meeting to order at 7:00 P.M.

## **Approval of the August meeting minutes**

A motion was made to approve the August 2016 board minutes. The motion was seconded and unanimously approved by voice vote.

## **Financial Report**

The financial report was deferred to the October board meeting.

## **Old Business**

- **Parking lot renovation project**  
Mark reported that J&J Pavement Repairs has been selected to perform the work and the project will begin as soon as it can be scheduled. Once scheduled, notices will go out to owners from the management company to alert them of the work dates and details concerning vehicle removal while the work is being done.
- **Masonry repair for the parking lot gangway**  
Mark reported that the masonry repair for the parking lot/courtyard walkway is being scheduled for this fall. The work will be done by Dakota Evans Restoration.
- **Landscape Committee update report**  
Jeff Hutchins reported that the landscape committee has selected Annette Held Landscape Design to plan and oversee the courtyard landscaping renovation. The committee had an initial meeting with Annette to begin planning the project. Due to the masonry repair scheduled for this fall, the courtyard landscape work will most likely begin next spring. In the interim, Annette will begin the design process and present the committee with several landscape scenarios later this fall.

## **New Business**

- **2017 budget planning**  
Mark distributed a preliminary 2017 budget plan for board review and provided a narrative that included these main points:
  - There have been no assessment increases for over five years. The board has worked to keep the assessments as low and as competitive as possible, while taking into consideration that heating expenses are a major portion of our monthly assessments. At the same time, the board has also tried to maintain a healthy reserve fund. With expected increases to utility, insurance, management and other common expenses, the proposed budget includes a 7.4% assessment increase to offset the expense increases.
  - The board is proposing to complete the third and final phase of the masonry repair project during 2017. Phase three will include renovation of the east and northeast façades/parapets of the 5920-24 building, with an estimated cost of \$50,000. To help offset this expense, the preliminary budget also includes a proposed special assessment to owners.
  - The proposed special assessment will also help to replenish our reserve fund. Payments for the parking lot resurfacing project, the landscape project and the masonry repair scheduled for this fall are being taken from reserves.

The board agreed that an assessment increase may be needed, as well as the proposed special assessment. Further discussion will continue at the October meeting and the 2017 budget proposal will be finalized for the November annual meeting. Mark will also discuss the preliminary budget with the management company.

- **Snow removal plan for this winter**

Since the association does not utilize a snow removal service, the board has agreed to accept proposals from any owner(s) who would like to provide common area and front sidewalk snow removal for the 2016-17 winter season. Compensation is set at a cap of \$1,500 for the season. Any owners who are interested should submit a proposal to the board by October 11, 2016.

- **Paulina Court 2016 annual meeting date**

The board has set Tuesday, November 15<sup>th</sup> as the tentative annual meeting date. More details will be forthcoming after the October board meeting.

- **Rescheduling October meeting date**

The board agreed to move the October board meeting date to Tuesday, October, 11<sup>th</sup> (second Tuesday) from the usual third Tuesday date.

With no further business, the meeting adjourned at 7:45 P.M.

## **General Reminders and Paulina Court Updates**

- **Annual Board Meeting – Tuesday, November 15 at 7:00 P.M.**

Mark your calendar now. The 2017 budget will be presented and approved, the 2017 board will be elected, and current and future projects will be reviewed at the annual meeting. All owners are required to attend. More details will follow after the October board meeting.

- **Winter weather is right around the corner...**

Please remember to remove your window air conditioning units by October 31<sup>st</sup>. As stated in our Rules and Regulations document:

“Owners are required to remove all window air conditioning units by October 31, unless the AC units have been properly secured and insulated for the winter or have otherwise been granted an exception by the board. Proof of proper AC unit insulation must be submitted to the board via electronic photograph (e.g. digital camera, phone camera) no later than October 31. Failure to remove the AC units or provide proof of proper AC insulation will result in a \$250 fine assessed to the owner for each heating season (approximately October 15 – May 15) that they are noncompliant.”

- **Attention New Owners: Paulina Court website**

Go to [paulinacourt.org](http://paulinacourt.org) to find an archive of board meeting minutes, a current copy of the Rules, Regulations and Policies Manual and other reference materials, and neighborhood info. The website login is [paulinacourt](http://paulinacourt.org) and the password is [paulina1379](http://paulina1379).

**A reminder for contacting all owners via email:** If you want to send an email to all Paulina Court owners the address to use is [owners@paulinacourt.org](mailto:owners@paulinacourt.org). The email address to contact board members only is [boardmembers@paulinacourt.org](mailto:boardmembers@paulinacourt.org).

- **New Board Member Cultivation**

Want to get involved in your association? Attend the board meeting. We need your interest, input, ideas and support.

**Next Board Meeting: Tuesday, October 11, 2016**

7:00 P.M. – 5912 Basement